

MINUTES OF MEETING
CHAMPIONSGATE
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the ChampionsGate Community Development District was held Monday, April 10, 2023 at 2:00 p.m. at the offices of RIDA Development, 8390 ChampionsGate Boulevard, Suite 104, ChampionsGate, Florida.

Present and constituting a quorum were:

Lee Dawson <i>by phone</i>	Chairman
Darin Tennyson	Vice Chairman
Elizabeth Allen	Assistant Secretary
Darlene Clevenger	Assistant Secretary
Douglas Cady	Assistant Secretary

Also present were:

Jason Showe	District Manager
Scott Clark	District Counsel
Pete Glasscock	District Engineer
Marc Reicher	RIDA Associates
Evan Fracaso	On-Site Manager

FIRST ORDER OF BUSINESS

Roll Call

Mr. Showe called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Public Comment Period

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Review of Resume(s) Letter(s) of Interest in Board Vacancy

Mr. Showe stated we received a letter of interest from Douglas Cady expressing interest in serving in Seat no. 5.

B. Appointment of Individual to Fill the Board Vacancy in Seat no. 5 with a Term Ending November 2024

On MOTION Mr. Dawson seconded by Ms. Clevenger with all in favor Douglas Cady was appointed to fill the unexpired term of office with a term ending in November 2024.

C. Administration of Oath of Office to Newly Appointed Board Member

Mr. Showe being a notary public of the State of Florida administered the Oath of Office to Mr. Cady.

Mr. Showe reviewed the following information: Form 1: Statement of Financial Interests, Form 1F, forms I-9 and W-4, Form 8B: Memorandum of Voting Conflict, Florida Commission on Ethics Guide to the Sunshine Amendment, and public records.

D. Consideration of Resolution 2023-03 Electing Officers

On MOTION by Ms. Allen seconded by Ms. Clevenger with all in favor Resolution 2023-03 appointing Mr. Cady as an Assistant Secretary was approved.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the February 13, 2023 Meeting

On MOTION by Mr. Cady seconded by Ms. Clevenger with all in favor the minutes of the February 13, 2023 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Consideration of Fountain Maintenance Proposal from Fountain Design Group, Inc.

Mr. Fracaso stated the proposal from Fountain Design Group, Inc. has an increase from \$170 per month just for the Clock Tower Fountain to \$350 that includes the Bowl Fountain.

On MOTION by Mr. Tennyson seconded by Ms. Allen with all in favor the proposal from Cascade Fountains, Div. Fountain Design Group, Inc. in the amount of \$350 per month was approved.

Mr. Clark stated we have a form of agreement we have used with Cascade Fountain before and we will provide that.

SIXTH ORDER OF BUSINESS

Consideration of Traffic Signal Maintenance Agreement with Traffic Engineering and Management, LLC

Mr. Fracaso stated we have been on a month-to-month contract with Traffic Engineering and Management for the past year or two and they are going up to \$149 per month from \$125 per month and this is for a two-year term.

On MOTION by Ms. Clevenger seconded by Ms. Allen with all in favor the agreement with Traffic Engineering and Management, LLC was approved.

Mr. Clark stated we have a form of agreement we entered into with them in 2020 with some statutory terms that have to be in there and we will supply that and make sure we incorporate the terms of their agreement.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2023-02
Approving the Proposed Fiscal Year 2024
Budget and Setting a Public Hearing**

Mr. Showe stated Resolution 2023-02 is the start of our budget process and approves the proposed budget, sets a public hearing for July 17, 2023 and directs us to transmit the proposed budget to Osceola County at least 60-days in advance of the public hearing. There have been some increases in line items, but we have kept assessments level.

Ms. Allen asked when is the right time to pass on some of the increases rather than transferring less to the capital reserve? We discussed that at the end of last year.

Mr. Showe stated we are projected to have at the end of this year over \$600,000 in reserves. I think you are in good shape.

Mr. Dawson stated I think we need to have some kind of study to tell us how much we need in reserves.

Mr. Showe stated Pete can work with Evan and come up with a list of the major infrastructure and age those out. As we look at future years budgets that can be a tool we will use.

Mr. Glasscock stated your major infrastructure is in good shape, the biggest expense would be if we had a structure failure that we have had in other Districts, such as a pipe underneath a road and that is an extreme example. You are well funded for that eventuality.

Mr. Reicher asked can you look at things that cause capital events and we can bring it back to the Board?

Mr. Showe stated we are far more conservative than our Boards are and like to show you the worst-case scenario and you can dial it down, but I feel very comfortable with this budget.

On MOTION by Mr. Tennyson seconded by Ms. Clevenger with all in favor Resolution 2023-02 approving the proposed budget and setting the public hearing for July 17, 2023 was approved.

EIGHTH ORDER OF BUSINESS Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

Mr. Glasscock stated we haven't yet seen anything back from the traffic study. The inspections are ongoing, one of our staff members looked at all the sidewalks and he is doing a report and we have to look at the rest of the stuff and I should have that for you at the next meeting.

Ms. Allen asked what about the speed bumps/speed tables we discussed last time?

Mr. Glasscock stated I thought we were going to wait to see what the study says. I'm still a proponent of the double speed bumps; I think they work best and are easier to replace.

C. Manager

i. Approval of Check Register

Mr. Showe presented the check register from February 1, 2023 through March 31, 2023 in the amount of \$840,562.49.

On MOTION by Ms. Clevenger seconded by Mr. Tennyson with all in favor the check register was approved.

ii. Balance Sheet and Income Statement

A copy of the financials was included in the agenda package.

iii. Onsite Manager

Mr. Fracaso reviewed the Onsite Manager's Report, copy of which was included in the agenda package and stated I had Duke out to re-energize both circuits in the fountains in the ponds adjacent to I-4 and found there is a break in the underground service to the main disconnects. We have gone through the drawings from the DOT project, and I have a proposal

from our electrician for a not to exceed time and materials of \$1,500 to identify where these breaks are to determine our path forward for correction.

On MOTION by Mr. Dawson seconded by Ms. Allen with all in favor staff was authorized to investigate the electric break at the fountain in an amount not to exceed \$1,500.

NINTH ORDER OF BUSINESS

Other Business

Mr. Reicher stated White Shark Boulevard is basically Clubhouse Drive that goes up to the Vistas and we have had conversations before about whether or not the District would take that over. We have done repairs and landscaping and would like to explore that to see if it should be placed back into the District as we did with part of Masters.

Mr. Clark stated historically we had the request in the past and the CDD said bring it up to speed and at that time they withdrew the request.

Mr. Reicher stated we are now bringing it up to speed and may very well bring it back to you. We would look at transferring the responsibility of that up to the entrance of the Vistas and the roundabout would still be part of the hotel and golf operation.

Mr. Glasscock stated it is a 23-year-old road and that is within the range of getting resurfaced.

TENTH ORDER OF BUSINESS


Supervisor's Requests

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Allen seconded by Mr. Tennyson with all in favor the meeting adjourned at 2:53 p.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman